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Minimum Qualification Specifications
for the Class:

PARK INTERPRETIVE PROGRAM SUPERVISOR
(PARK INTERPRETIVE PRGM SUPVR)

Prerequisite Knowledge and Abilities Required:

Knowledge of: Principles and practices of interpretive planning; interpretive principles, methods and techniques; natural and cultural history of Hawaii; preservation and protection of Hawaiian cultural and natural resources; community sources of Hawaiian culture and history; communication skills and methods including oral, written, graphic, audio visual and display skills and methods; research methods and procedures; techniques of inventorying and evaluating cultural and natural resources; and methods and techniques used for development of user surveys.

Ability to: Plan, develop and implement interpretive program activities and projects; establish and maintain effective working relationships with representatives of government, private and public agencies to promote and further program goals and objectives; speak before groups to provide information and education on interpretation, cultural and natural resources; communicate effectively, orally and in writing; conduct research relating to interpretation; learn and apply pertinent State of Hawaii laws and rules; and supervise the work of others.

Basic Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described under the Specialized Experience below, or any other responsible administrative, professional or analytical work experience, which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for elsewhere in this specification, applicants must have had experience of the kind, quality and amounts described below, or any equivalent combination of training and experience.

Specialized Experience: Four and one-half (4-1/2) years of progressively responsible professional work experience which involved planning and coordinating interpretive projects and activities. The experience should have demonstrated knowledge of preservation and protection of cultural or natural resources, and interpretive methods and techniques, including visitor survey/analysis procedures, and the ability to develop and write interpretation plans and evaluate the impact of interpretation on the resources involved, and work effectively with individuals and groups.

Special Requirement: The applicant must demonstrate knowledge of natural (e.g., plants, geology, streams, etc.) and cultural (archaeological sites, historic buildings, culturally significant places, etc.) history of Hawaii.

Supervisory Aptitude: Applicants must possess Supervisory Aptitude. Supervisory Aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

1. A bachelor's degree from an accredited college or university in natural resource recreation and tourism or park and recreation resources with a specialization or concentration in interpretation, or any other related natural resource based outdoor recreation degree with emphasis in interpretation may be substituted for six (6) months of the required Specialized Experience.

2. A bachelor's degree from an accredited college or university in archeology, botany, forestry or other related cultural or natural resource fields, emphasizing resource protection and conservation, may be substituted for six (6) months of the required Specialized Experience.
3. Satisfactory completion of course work from an accredited college or university in Hawaiian studies, history, botany, or related field which provided knowledge of the natural and cultural history of Hawaii may be substituted for all of the Special Requirement.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which

typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Applicants must also be physically able to sustain moderate physical exertion involving walking over rough terrain for extended periods of time. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new class PARK INTERPRETIVE PROGRAM SUPERVISOR (PARK INTERPRETIVE PRGM SUPVR).

DATE APPROVED: _____

JAMES H. TAKUSHI
Director of Human Resources Development